

CHAPTER 6

RECORDS AND REPORTS

Section I. RECORDS

78. Purpose

The compilation of complete records covering the use and occupancy of a parcel of real estate, from its first noncombat acquisition to final disposal, is an essential function of all real estate organizations. These records form the basis of reports or data used by—

a. All echelons of command, including the Department of Defense and the Department of the Army, for the following purposes:

- (1) Determining the capacity of facilities and installations within a particular theater, command, or area.
- (2) Establishment of construction requirements for the theater, command; or area.
- (3) Planning the theater logistical buildup, troop movements, housing, or theater or command relocation when withdrawal or a major reduction in strength takes place.
- (4) Developing base plans for the theater during combat, after combat and before a treaty or cease-fire, after a treaty is effected, and for the establishment of security forces in friendly or allied countries.
- (5) Insuring complete all-service utilization of installations, facilities, and areas.

b. Engineer personnel, to provide data for construction plans, recommendations concerning base development, and theater or command capacity studies.

c. Real estate personnel to—

- (1) Prepare reports of real estate utilization (percentage use of housing, storage facilities, and so on).
- (2) Furnish command staffs with the facts and background necessary for decisions

concerning specific installations or areas.

- (3) Establish fiscal requirements when rental payments are required.
- (4) Negotiate, adjust, and settle claims for the use and occupancy of real estate.
- (5) Protect United States interests and property when final disposition of an installation or area is made.
- (6) Insure full utilization of all property held by the United States forces.

79. Basic Real Estate Records

The records of each parcel of real estate held by United States forces should contain the following data:

a. Complete description of the property, including—

- (1) Exact metes and bounds, as recorded in the applicable property register of the local government or as determined by a survey made at the direction of the United States forces.
- (2) Any aerial and ground photographs available to furnish evidence of adequate condition of property at the time of the first noncombat acquisition and the time of release.
- (3) Inventory of improvements acquired with the property, such as buildings, roads, utilities systems, wharves, fences, and so on.
- (4) Inventory of equipment and furnishings acquired with all types of properties.
- (5) Accurate information about trespass rights, rights-of-way, and easements, documented or undocumented.
- (6) Terms of service or benefits enjoyed

(as, chimneys swept twice a year, garbage removed three times a week, cesspool cleaned once a year, and so on).

b. Where properties have been released temporarily to nationals of an occupied territory on sufferance, the records of each parcel so released are to contain, in addition to the information specified in a, above, copies of the agreements covering the release and additional data showing—

- (1) The specific date that the property was released.
- (2) Responsibilities of the party to whom released.
- (3) Responsibilities of the United States forces that may result from or come into being during the period of sufferance occupancy.
- (4) The actual date on which the property will be returned to the United States forces.
- (5) The number of days notice required to accomplish complete return of the property.

80. Field Real Estate Records

AERE teams and similar field real estate agencies must maintain a complete record of all real estate occupied within their area of responsibility by the United States forces. A standardized field record system will be established by the theater real estate office. It may include such supplemental files as the following:

a. *Available Accommodations.* Various lists will be requested from government officials indicating available houses, hotels, billets, garages, public buildings, warehouses, bivouac areas, and so on. The results of surveys of available accommodations made by the team also are filed. Similar lists of available real estate are maintained by local CAMG agencies.

b. *Pending File.* Real estate requests awaiting the completion of acquisition procedures.

c. *Requisition File.*

- (1) As each parcel of property is requisitioned, all documents relative to it, such as the original requisition, inventory and condition report, overlays, correspondence, and so on, are filed as a unit. The number assigned by the

AERE team to that particular transaction is placed on the upper right hand corner of each document. All requisitions and related documents are filed in numerical order.

- (2) Duplicate and triplicate copies of requisitions are similarly numbered, and each has filed with it copies of any necessary overlays or other explanatory material. Normally the duplicate is served op. the responsible local government official and the triplicate is retained by the requisitioning officer.
- (3) When notice is received that a property has been vacated, the fact is noted on the original and on the triplicate copy. The final inventory and condition report is filed with the original requisition and other related documents.

d. *Reference Book.*

- (1) This is a ledger with the pages ruled in six vertical columns headed respectively:
 - (a) *File number.* The number assigned to the transaction by the field agency.
 - (b) *Type of property.* For example, office building, private dwelling, store, school, barracks, and so on.
 - (c) *Location.* Exact location of property. For farm land, the district, plan number, and the number of acres are added. For urban property, the house and street number usually are sufficient.
 - (d) *Owner.* Name of owner, if known.
 - (e) *Date of entry.*
 - (f) *Date vacated.*

- (2) As each parcel of property is requisitioned, the relevant information is entered in the reference book. In the back of the ledger, an alphabetical index is compiled by the branch or service of the units requesting property. For example, all engineer units are listed on a page, with the name of the unit, its APO address, and the office file number assigned to the requisition.

e. *Card Index File.* A standard index card (approximately 3 x 5) is prepared for each

parcel of real estate that is requisitioned. The card contains the office file number, requisition number, location of the property, type of land or building, date of entry into premises, and date premises were vacated.

81. Transfer of Records

When an AERE team or other real estate field agency is relieved, all records are transferred immediately to the succeeding team or agency and a receipt is obtained. A certified true copy of the receipt should be forwarded to the parent headquarters for file. If there is no succeeding agency, all records are forwarded to the theater real estate office.

82. Installation Record File

A current file of maps, plans, and drawings of an installation, as prescribed in Department of the Army directives, must be maintained by the installation commander. All property records covering real and installed property, including maps, drawings, specifications, and property record cards, will be retained at the installation and will be transferred to the Chief of Engineers if the installation is declared excess (AR 210-10).

Section II. REPORTS

83. Utilization of Installations Report

a. The Housing Capacities and Utilization of Installations (reports control symbol CSGLD-71 (R3)) provides information concerning the utilization and status of all installations under the control of the Department of the Army. The report is compiled by the Department of the Army from information furnished quarterly by major commands responsible for real estate.

b. The complete report consists of four parts: Part I—Command Installations Under the Control of the Army; Part II—Industrial Installations Under the Control of the Army; Part III—Housing Capacities and Utilization of Installations (DA Form 1709); and Part IV—Excess Installations Which Are No Longer Under the Control of the Army. Detailed instructions for preparing the report are contained in AR 210-18.

84. Inventory of Military Real Property

a. A central inventory of Army military real property is maintained by the Chief of Engineers. It provides the basic source of information on status, cost, capacity, condition, present use, maintenance, and management for the Department of Defense and other government agencies.

b. The required inventory report for installations (reports control symbol ENG-75 (R1)) is

prepared by the commander of each Army installation. It consists of five parts: DA Form 5-19 (Inventory of Military Real Property—Army Installations, Parts I and II) Part I—General Information and Part II—Data on Leases; DA Form 5-20 (Inventory of Military Real Property—Army Installations) Part III—Land, Buildings and Facilities; Part IV—Location Map or Plat; and Part V—Building and Facilities List. Leaseholdings in foreign countries separate from installations are reported on DA Form 2014-R (Report of Army Leaseholdings, Separate from Installations) by over-sea commands under reports control symbol ENG-76. Detailed instructions for the preparation of these reports are contained in AR 405-45.

85. Operational Reports

The reports required by headquarters responsible for real estate operations will reflect the policies and procedures established within the theater. Activity reports covering the real estate operations of AERE teams and similar agencies are submitted as directed by the theater real estate officer. Copies of this report usually are distributed to the engineer with real estate responsibility, the real estate office of record, the G4's of interested commands, the CAMG agencies within the area concerned. There is no standard form for this report. One type is shown in figure 11.

AERE Team No. _____

SUBJECT: Weekly report for week ending _____

TO : _____

1. Changes in military personnel since last report: (Give name, rank, SN, whether relieved or assigned, date. If no changes occurred, enter "None.")

2. Total civilians employed:

| | | | |
|-----------------------------------|-------|------------------------------|-------|
| Civilian administrative personnel | _____ | Clerks and other office help | _____ |
| Interpreters | _____ | Quarters or mess employees | _____ |
| | | Others | _____ |

3. Real estate:

| | 1 End of last week | During week | End of week |
|--------------------------------------|--------------------|-------------|-------------|
| a. 2 Requisitions (Total 1 and 2) | | | |
| (1) Terminated | | | |
| (2) Outstanding (Total (a) thru (d)) | | | |
| (a) State owned | | | |
| (b) Municipal | | | |
| (c) Privately owned | | | |
| (d) Others | | | |
| b. 3 Turnover | | | |
| c. Billets | | | |

4. Visitors at AERE team office during week _____

5. TOE equipment:

| | |
|---|----------------------------|
| a. Typewriters: Portable _____ (Number) | Nonportable _____ (Number) |
| b. Vehicles: 1/4-ton _____ (USA Nr.) | Others _____ |

6. Supplies needed: (Type and quantity)

7. Remarks: (Include distinguished visitors, conferences, existing or expected problems.)

Officer in charge: _____ (Name and grade)

- 1 Start with zero when entering a new area. When relieving another team, include the total of requisitions made by the previous team. All real estate which has been requisitioned must be accounted for in these reports.
- 2 Each parcel of real estate or property requisitioned counts as a single requisition.
- 3 Properties previously requisitioned in which new units have been located.

Figure 11. Sample weekly activities report.